



EDWARD M. BIRN  
Director (Direktot)  
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Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION  
HUMAN RESOURCES DIVISION

(Dibision Inadilanto yan Guinaha Para Taotao)  
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



LOURDES A. LEON GUERRERO  
Governor (Maga'håga)  
JOSHUA F. TENORIO  
Lt. Governor (Sigundo Maga'låhi)

February 10, 2023

HRD No: 22-636

**MEMORANDUM**

TO: Personnel Services Administrator, Human Resources Division  
VIA: Personnel Specialist IV, Classification and Pay Branch *H, 2/10*  
FROM: Personnel Specialist III, Classification and Pay Branch  
SUBJECT: Notice of Proposed Creation  
RE: Child Care Compliance Officer

*Buenas yan Håfa Adai!* This is written to respectfully request approval for the creation and establishment of job specifications for the "Child Care Compliance Officer" (CCCO) position, into the classified service of the government of Guam. This request is based on the memorandum from the Director, Department of Public Health & Social Services (DPHSS), received by our office on December 14, 2022.

The position will be with the Division of Children's Wellness (DCW), Bureau of Child Care Services (BCCS), which was established in accordance with Executive Order 2021-26, signed by the Governor of Guam on October 29, 2021.

The creation of the CCCO position is essential to meet the needs of DCW to ensure the compliance of all local child care licensing requirements and child care development fund federal mandates for over one hundred and fifty (150) existing child care facilities/programs in our territory. With recent local and federal government investments in child care, it is anticipated that this number will increase of upwards of two hundred (200) child care programs by the end of FY 2023. The CCCO will prioritize compliance and enforcement specifically towards child care facilities and programs by monitoring, regulating and conducting extensive investigation activities, support services, training, and follow up activities for licensed and licensed-exempt child care programs for the following:

- Licensed child care facilities
- Licensed group child care homes
- Licensed family child care
- Registered afterschool programs
- Registered relative child care providers
- Registered in-home child care providers
- Registered seasonal child care programs who service children ages 0-13

Accordingly, the Classification Branch recommends the following Hay Evaluation:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Child Care Compliance Officer	E 1 2 200	D+ 3 33% 66	D 2 C 76	342	M


Upon approval of this request, the Classification Branch will cause copies of the attached proposed job specifications to be posted on the DPHSS and Department of Administration's respective websites, for a period of ten (10) work days (Saturdays, Sundays and government of Guam holidays excepted) [4 GCA §6303(c)(2)]. Additionally, electronic copies will be provided to the various local media [4GCA §6303.1(a)].

We look forward to your response. If you have any questions or require further information, please do not hesitate to contact the Classification Branch at 475-1131/1201/1265. *Dangkolo na Agradesimiento!*



CATHERINE L.P. BORJA

Attachments

<input checked="checked" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED
 SHANE G.L. NGATA, Personnel Services Administrator Human Resources Division
Date: <u>02/13/23</u>



LOURDES A. LEON GUERRERO  
GOVERNOR, MAGA'HAGA  
  
JOSHUA F. TENORIO  
LT. GOVERNOR, SIGUNDO MAGA'LAHI

GOVERNMENT OF GUAM  
**DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES**  
**DIPATTAMENTON SALUT PUBBLEKO YAN SETBISION SUSIAT**



ARTHUR U. SAN AGUSTIN, MHR  
DIRECTOR  
  
LAURENT SF DUENAS, MPH, BSN  
DEPUTY DIRECTOR  
  
TERRY G. AGUON  
DEPUTY DIRECTOR

**Memorandum**

**To: Director, Department of Administration**  
**From: Director, Department of Public Health & Social Services**  
**Subject: Request to Establish a New Position – Child Care Compliance Officer**

The Division of Children's Wellness (DCW) is requesting approval to establish a new classified position, Child Care Compliance Officer, for the Bureau of Child Care Services (BCCS).

The Child Care Compliance Officer will be responsible for leading island-wide regulation and quality assessment of child care providers. Alike to the Social Services Licensing Officer, this new position will develop, utilize, and implement a system to evaluate providers of services. However, the Child Care Compliance Officer's functions will prioritize compliance and enforcement specifically towards child care facilities and programs. Thus, creating this new position is essential to meet the needs of DCW.

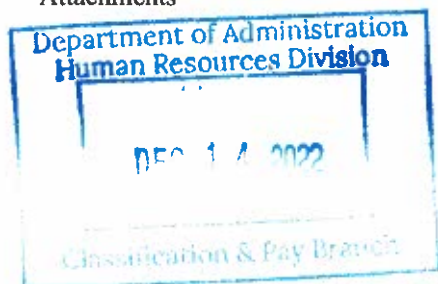
Attached are the job description and the position description questionnaire for your review.

If you have any questions or need additional information, contact Liza Ann Camacho, Interim Personnel Officer, at 671-922-2519 or email [lizaann.camacho@dphss.guam.gov](mailto:lizaann.camacho@dphss.guam.gov).

Your immediate attention to this request is appreciated.

  
ARTHUR U. SAN AGUSTIN, MHR

Attachments



**RECEIVED**

DEC 09 2022 11:37

Department of Administration  
Director's Office



## CHILD CARE COMPLIANCE OFFICER (PROPOSED)

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### **NATURE OF WORK IN THIS CLASS:**

This is complex technical enforcement work to ensure compliance with laws and regulations governing the territory's child care facilities.

Employees in this class perform field inspections to conduct the full range of investigative and enforcement duties.

**ILLUSTRATIVE EXAMPLES OF WORK:** *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Oversees an island-wide health and safety assessment of child care facilities; contributes to the approval or rejection of the granting of child care licenses.

Coordinates the planning, development and implementation of new child care facilities and child service programs.

Develops a system for monitoring existing centers to ascertain compliance and assurance of the health and safety of all occupants.

Maintains a continuing training program for centers and office staff to improve child care services.

Negotiates with providers to assure the delivery of adequate services to welfare and non-welfare clients.

Conducts studies to identify potential needs or improvements in child care areas and develops plans to achieve areas identified.

Maintains continuing liaison with public safety, nursing, environmental health, building inspectors, and other enforcement agencies to coordinate activities and assure the constant health and safety of all children in the facilities.

Conducts on-site inspections to assess program compliance.

Conducts necessary investigations, prepares investigative notes and reports for case filing and licensing determinations.

Evaluates program effectiveness and directs modification and implementation as necessary.



## CHILD CARE COMPLIANCE OFFICER (PROPOSED)

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Maintains records and prepares technical reports.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the basic principles, practices and techniques involved in the child care regulations.

Knowledge of child care service programs.

Ability to interpret, apply and make decisions in accordance with local and federal child care health and safety regulation standards.

Ability to investigate complaints and conduct inspections in compliance with child care health and safety standards.

Ability to apply child care facility licensing requirements and certification mandates.

Ability to detect safety and health hazards in child care facilities.

Ability to analyze technical information and reports.

Ability to communicate effectively both orally and in writing.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

### **MINIMUM EXPERIENCE AND TRAINING:**

- a) Two (2) years of experience involving activities in child care programs, child care centers, family care programs, or other closely related work and graduation from a recognized college or university with an Associate's degree in behavioral sciences or early childhood education; or



**CHILD CARE COMPLIANCE OFFICER  
(PROPOSED)**

- b) Any equivalent combination of previous work experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid motor vehicle operator's license.

**ESTABLISHED: FEBRUARY 2023**

**PAY GRADE: M**

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>E I 2</b>	<b>200</b>
	<b>PROBLEM SOLVING:</b>	<b>D+ 3 33%</b>	<b>66</b>
	<b>ACCOUNTABILITY:</b>	<b>D 2 C</b>	<b><u>76</u></b>
	<b>TOTAL POINTS</b>		<b>342</b>

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EDWARD M. BIRN, Director  
Department of Administration

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LOURDES A. LEON GUERRERO  
Governor of Guam